



Follow the 4 steps!

ContactEquitas username and password, you can access or modify your application as often as you want until you submit it. We highly encourage you to submit your application well ahead of the final deadline in order to ensure a timely processing.

Remember that once you have a

guide to walk you through the 4 different

Applications for the International Human

International Human Rights Training Program How to apply?

Rights Training Program (IHRTP) are submitted online through a platform called

ContactEquitas. In order to help you through your IHRTP application process, Equitas has prepared this

Email

Password

2

03 02 04 Complete the Upload the Submit your **Required Documents Application Form Completed Application**

Create your Contact Equitas Account

Information and Support Consult our Frequently asked questions pagewww.equitas.org Email us at pifdh-ihrtp@equitas.org

01

Create your

ContactEquitas

Account

Then, you do not need to create a new account. Simply email us at pifdh-ihrtp@equitas.org and we will grant you access to the 2019 form. You will be able to login using your email address and password. If you forgot your password, click on Forgot Your Password? and instructions

will be sent to you by email.

First name

Last name

Confirm Password

Email

*Already have a ContactEquitas account?

Registering for the first time

2. Sign up to create your account

Your password must include at least

8 characters, and must contain at

least 1 letter and 1 number.

Forgot your password?

and click on "Go"

IHRTP / PIFDH Applications ▼

4. Your application form should open

understand each question properly.

the top right corner of the screen.

Date, heure et langue

Paramètres de localisation

display language should now be English.

Save, close the window and refresh the page. The

1. Go to https://contactequitas.force.com/

Complete your details and click on "Send". 3. You will receive a confirmation email and will

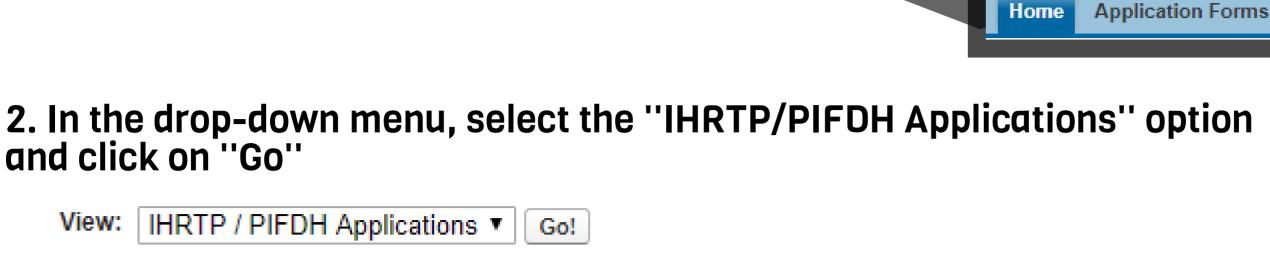
You may now begin filling out your application form.

be redirected to your account's home page

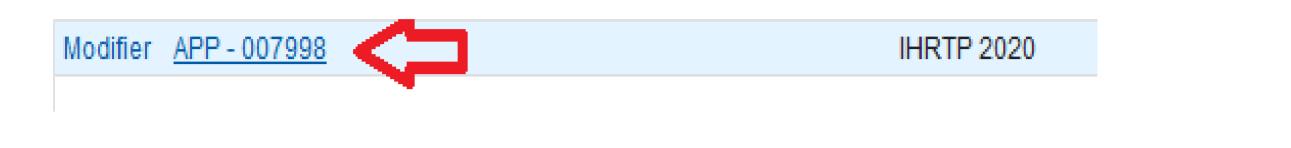
Logging in to your account The next time you want to login to your account, go back to https://contactequitas.force.com, enter your Email address and Password and click on "Login".

On the Login page, click on "Forgot Your Password?" and you will receive instructions by email.

1. In your account, click on the "Application Forms" tab It is located at the top left corner of the screen.



Complete your Application Form



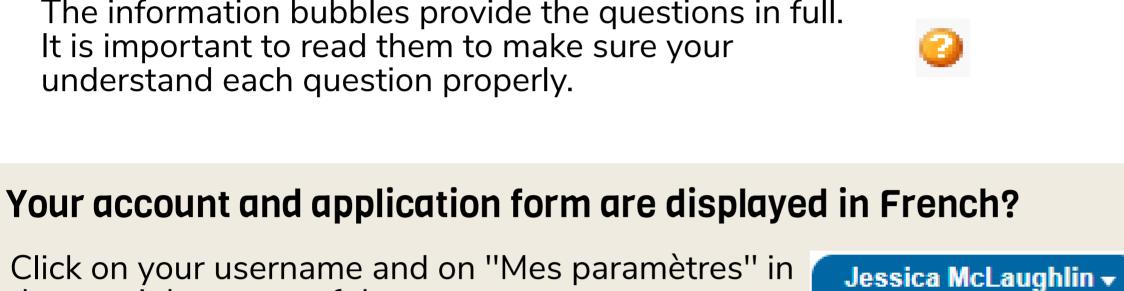
Click on the "Edit" button to begin answering the Edit questions. Click on the "Save" button regularly to avoid losing your data. Submit

The information bubbles provide the questions in full.

It is important to read them to make sure your

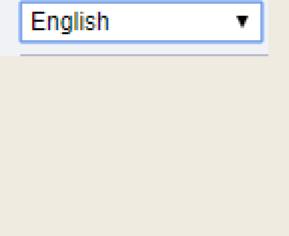
Click on your username and on "Mes paramètres" in

3. Click on your application number to access your form



Mes paramètres Click on "Paramètres de localisation" and select Déconnexion "English" in the Language drop-down menu.

Langue



Save

Upload Files

4



1. To upload your documents, you must save your form first

2. Locate the "Files" section at the bottom of your form

It is only possible to upload your documents if your

form has been saved.

Files

No records to display

either of these formats before uploading them. Please name your files following this model: (E.g. Reference1_Lemaire_Canada) Type of document_Last Name_Country

Please submit your files in .doc, .docx, .pdf or.jpg format.

Make sure your documents have been converted in

You may upload one or several documents at a time.

Once the upload is complete, close the window.

application number.png (3.2 KB)

1. Review the contents of your form

question of each section.

Application Form

« Back to List: Application Forms

we try to contact you.

APP - 002586

"Files" section.

Make sure you provided a detailed answer to each

Check that your 4 required documents appear in the

2. Click on the "Submit" button to send your completed form

campagne3.jpg (367.0 KB)

3. Click on "Upload Files" and select documents from your computer

Close

2 Files Uploaded Successfully

Application Form Detail 3. A success message will appear and you will receive a confirmation email

It is possible that our emails will be sent

directly to your spam folder. As of now,

please check your junkmail regularly in case

Email us at pifdh-ihrtp@equitas.org

Your application must include:

- Two letters of recommendation

- A brochure of your organization

Memorandum of Agreement

organization?

organization?

Letters of Recommendation

may be written by your own organization.

- The completed online application form

- The signed Memorandum of Agreement

Information and Support

content/uploads/2019/10/2020_IHRTP_MemorandumOfAgreement.docx

Who can write my letters of recommendation? The two letters of recommendation that are required must be written by national or international human

rights organizations familiar with your work and/or the work of your organization. Neither of these letters

If you do not work for an organization, we require that you write a separate letter explaining how you plan

The brochure should describe the work of your organization. It can be the organization's mission statement or a selected excerpt from an annual report that gives information about your organization's mission, objectives, activities, etc.

6

Submit your Application

E t

Thank you for submitting your application.

Application Form

« Back to List: Application Forms

Success:

APP - 002586

Submit

5

Done

Done

The IHRTP team will contact all candidates in the days following the submission of their application, to inform them about the status of their file. We will invite candidates whose application does not meet the minimal requirements to complete it. Consult our Frequently asked questions page: www.equitas.org

Where can I find Equitas' Memorandum of Agreement? The Memorandum of Agreement is a document that needs to be signed by the director of your organization. It can be found on the Equitas website, through that link: https://equitas.org/wp-

to make use of your IHRTP training in an individual work plan.

Who must sign the Memorandum of Agreement if I do not work for an

Who must sign the Memorandum of Agreement if I am the Director of my

About the Required Documents

If you are the Director of your organization, your Memorandum of Agreement must be signed by you and by the President of your organization's Board of Directors.

Brochure What should the Brochure contain?

Instead of a brochure, can I submit the link to the website of my organization? No. Instead, please select relevant sections of your organization's website (mission, activities) and copy them in a Word document.